



DATE:



DEPARTMENT OF LABOR & INDUSTRY  
JOB SERVICE WORKFORCE CENTER  
APPLICATION FOR SERVICES

Please complete this application in its entirety.  
Please print legibly – Thank you!

<b>Social Security Number</b> - -		<b>First Name</b>		<b>Middle Initial</b>	<b>Last Name</b>
<b>Mailing Address</b>		<b>City</b>		<b>State</b>	<b>Zip</b> -
<b>Primary Phone</b> ( ) -	<b>Alternate Phone</b> ( ) -	<b>Type (Circle One)</b> Fax Message Work		<b>E-Mail Address</b>	
<b>Do you have a disability?:</b> Y <input type="checkbox"/> N <input type="checkbox"/> (This information is being requested on a voluntary basis to be used in conjunction with determining eligibility for specific programs or Federal recordkeeping. Refusal to provide such information will not affect the services available to you.)			<b>Are you a migrant seasonal farm worker?</b> Y <input type="checkbox"/> N <input type="checkbox"/> If you answer yes you must see an Employment Consultant before turning this form in.		
<b>Birth Date</b> ____ / ____ / ____ <b>Sex:</b> Male <input type="checkbox"/> Female <input type="checkbox"/>			<b>Are you currently filing for unemployment insurance benefits?</b> Y <input type="checkbox"/> N <input type="checkbox"/>		
<b>ARE YOU HISPANIC OR LATINO?</b> Y <input type="checkbox"/> N <input type="checkbox"/>			<b>MILITARY INFORMATION</b>		
<b>Race</b> (This information is being collected for statistical purposes only & will not affect the services you receive) Please check one of the following: <input type="checkbox"/> Black or African-American <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> More than One Race			<b>Chapter 31 Veteran</b> Y <input type="checkbox"/> N <input type="checkbox"/> <b>Branch of Service</b> _____ <b>Type of Discharge</b> _____ <b>Beginning date of service</b> ____ / ____ / ____ <b>Ending date of service</b> ____ / ____ / ____ <b>Do you have a campaign ribbon?</b> Y <input type="checkbox"/> N <input type="checkbox"/> <b>Service connected disability (if applicable):</b> Less than 30% <input type="checkbox"/> 30% or greater <input type="checkbox"/> <b>Veterans Preference from spouse's military service:</b> <b>Killed in action</b> <input type="checkbox"/> <b>Missing in action</b> <input type="checkbox"/> <b>100% Service connected disability</b> <input type="checkbox"/> <b>Deceased</b> <input type="checkbox"/> Please provide a copy of your DD form 214, MEMBER 4.		
<b>Are you currently employed?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Are you currently a student?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>Highest year of school completed:</b> <b>School attending:</b>					
<b>Are you a citizen of the United States?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If no, your Alien Registration Number:</b>					
<b>Are you registered for Selective Service?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>Lowest hourly wage you will accept is \$</b>			Please fill in your Social Security Number, Name, Mailing Address, City, State, and Zip Code. Your Social Security Number will not be released to employers.		
<b>Duration of jobs you are seeking (check all that apply):</b> <b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/> <b>Permanent</b> <input type="checkbox"/> <b>Temporary</b> <input type="checkbox"/> <b>Summer only</b> <input type="checkbox"/>			If you checked "Yes" to send your application to the Internet the information you provide about work history, job objective, and education is used to format a resume, which is accessible to employers.		
<b>Available for (check all that apply):</b> <b>Daytime (8am – 5pm)</b> <input type="checkbox"/> <b>Afternoon (Noon – 8 pm)</b> <input type="checkbox"/> <b>Evening (5pm–Midnight)</b> <input type="checkbox"/> <b>Graveyard (Midnight – 8am)</b> <input type="checkbox"/>					
<b>Mon</b> <input type="checkbox"/> <b>Tues</b> <input type="checkbox"/> <b>Wed</b> <input type="checkbox"/> <b>Thur</b> <input type="checkbox"/> <b>Fri</b> <input type="checkbox"/> <b>Sat</b> <input type="checkbox"/> <b>Sun</b> <input type="checkbox"/>					
<b>Are you willing to relocate?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			Job Service Workforce Center staff will be glad to assist you in viewing your resume as it appears to potential employers.		
<b>Do you have a valid driver's license?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Type of Commercial license:</b> <b>Endorsements:</b>					
<b>Send Application to Internet?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					

*Please list job titles that describe the work you are seeking.  
Please give at least one specific title.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**IF YOU NEED ADDITIONAL SPACE TO DESCRIBE YOUR WORK HISTORY, PLEASE USE PAGE 4**

## **WORK HISTORY**

**EMPLOYER** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_  
**JOB TITLE** \_\_\_\_\_ **DATES:** \_\_ / \_\_ / \_\_ **TO** \_\_ / \_\_ / \_\_ **Total Experience In This Occupation (Months):** \_\_\_\_  
**DESCRIBE YOUR DUTIES AND EQUIPMENT USED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYER** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_  
**JOB TITLE** \_\_\_\_\_ **DATES:** \_\_ / \_\_ / \_\_ **TO** \_\_ / \_\_ / \_\_ **Total Experience In This Occupation (Months):** \_\_\_\_  
**DESCRIBE YOUR DUTIES AND EQUIPMENT USED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYER** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_  
**JOB TITLE** \_\_\_\_\_ **DATES:** \_\_ / \_\_ / \_\_ **TO** \_\_ / \_\_ / \_\_ **Total Experience In This Occupation (Months):** \_\_\_\_  
**DESCRIBE YOUR DUTIES AND EQUIPMENT USED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYER** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_  
**JOB TITLE** \_\_\_\_\_ **DATES:** \_\_ / \_\_ / \_\_ **TO** \_\_ / \_\_ / \_\_ **Total Experience In This Occupation (Months):** \_\_\_\_  
**DESCRIBE YOUR DUTIES AND EQUIPMENT USED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **EDUCATION BEYOND HIGH SCHOOL LEVEL**

**NAME OF SCHOOL:** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_ **Dates:** \_\_ / \_\_ / \_\_\_\_ **to** \_\_ / \_\_ / \_\_\_\_ **Degree/Certificate:** Yes ☐ No ☐

**Summary of Coursework:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# **SKILLS (keywords) INFORMATION**

## **CHECK SKILLS IN WHICH YOU HAVE EXPERIENCE**

### **CLERICAL/PROFESSIONAL**

- ☐ 10 Key
- ☐ Accounts Payable
- ☐ Accounts Receivable
- ☐ Auditing
- ☐ Bank Reconciliation
- ☐ Bookkeeping
- ☐ Case Management
- ☐ Computerized Bookkeeping
- ☐ Dictaphone
- ☐ General Ledger
- ☐ Legal Terminology
- ☐ Management
- ☐ Manual Bookkeeping
- ☐ Marketing
- ☐ Medical Terminology
- ☐ Medical Coding
- ☐ Multi Line Phones
- ☐ Notary Public
- ☐ Ordering Supplies
- ☐ Payroll
- ☐ Profit & Loss
- ☐ Public Relations
- ☐ Purchasing
- ☐ Quarterly Reports
- ☐ Shorthand
- ☐ Special Education
- ☐ Speedwriting
- ☐ Spreadsheet
- ☐ Supervising
- ☐ Teaching Certification
- ☐ Transcription
- ☐ Typing
- ☐ Word Processing

### **COMPUTER RELATED**

- ☐ Apple
- ☐ Desktop Publishing
- ☐ Excel
- ☐ IBM
- ☐ Lotus 1-2-3
- ☐ Mackintosh
- ☐ MacWrite
- ☐ MS DOS
- ☐ Personal Computer
- ☐ Quattro Pro
- ☐ Quicken
- ☐ Windows
- ☐ Word
- ☐ WordPerfect
- ☐ Works
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### **FOOD, SERVICE, SALES, & CLEANING**

- ☐ Alterations
- ☐ Cash Register
- ☐ Fine Dining
- ☐ Full Service Bartending
- ☐ Nutrition

### **AGRICULTURE & LOGGING**

- ☐ 4 Wheel Drive Tractor
- ☐ Branding
- ☐ Calving
- ☐ Cattle Truck Driving
- ☐ Combine
- ☐ Cultivating Equipment
- ☐ Custom Combining
- ☐ Doctoring Livestock
- ☐ Harvesting
- ☐ Haying
- ☐ Red Card (Firefighting)
- ☐ Safety Gear
- ☐ Side Boom
- ☐ Sodding
- ☐ Summer Fallowing
- ☐ Tractor Operating
- ☐ Trail Maintenance

### **SKILLED, UNSKILLED TRADES & LABOR**

- ☐ ASE Certified
- ☐ Asphalt
- ☐ Blue Top Grading
- ☐ Blueprint Reading
- ☐ Boiler License
- ☐ Brazier
- ☐ Bridge Construction
- ☐ Building Codes
- ☐ Carpentry
- ☐ Clean Driving Record
- ☐ Concrete Flat Work
- ☐ Curb & Gutter
- ☐ Cutting Torch
- ☐ DOT ICC Physical
- ☐ Drill Press
- ☐ Fabricating
- ☐ FCC License
- ☐ Finish Carpentry
- ☐ Hot Tar Roofing
- ☐ Journeylevel
- ☐ Lathe
- ☐ Metal Roofing
- ☐ Pallet Jack
- ☐ Pipe Laying
- ☐ Read Grade Stakes
- ☐ Road Construction
- ☐ Router
- ☐ Schematics
- ☐ Soldering
- ☐ Texturizing
- ☐ Wallpapering

### **PAINTING**

- ☐ Interior Painting
- ☐ Exterior Painting
- ☐ Spray Painting

### **WELDING**

- ☐ Aluminum Welding
- ☐ Cast Iron Welding
- ☐ Gas Welding
- ☐ Heliarc Welding

- ☐ MIG Welding
- ☐ Pipe Welding
- ☐ Sheet Metal Welding
- ☐ Stainless Steel Welding
- ☐ TIG Welding

### **HEAVY EQUIPMENT OPERATION**

- ☐ Backhoe
- ☐ Bobcat
- ☐ Bulldozer
- ☐ Cable Crane
- ☐ Cat Skidder
- ☐ Caterpillar
- ☐ Crane
- ☐ Crusher
- ☐ Excavator
- ☐ Forklift
- ☐ Front End Loader
- ☐ Grader
- ☐ Hydraulic Crane
- ☐ Roller
- ☐ Scraper
- ☐ Track Hoe

### **TRUCK**

- ☐ Belly Dump Truck
- ☐ Dump Truck
- ☐ Flat Bed Truck
- ☐ Grain Truck
- ☐ Gravel Truck
- ☐ Local Haul Truck
- ☐ Log Truck
- ☐ Long Haul Truck
- ☐ Lowboy Trailer
- ☐ Over-the-Road Truck
- ☐ Pump Truck
- ☐ Reefer
- ☐ Tow Truck
- ☐ Water Truck
- ☐ Winch Truck

### **ENDORSEMENTS**

- ☐ Air Brake Endorsement
- ☐ Doubles Endorsement
- ☐ Hazardous Materials
- ☐ HazMat Certificate
- ☐ Passenger Endorsement
- ☐ Tanker Endorsement
- ☐ Triples Endorsement

### **MISCELLANEOUS**

- ☐ College Student (Current)
- ☐ CPR
- ☐ First Aid
- ☐ First Responder
- ☐ Grant Writing
- ☐ Law Enforcement
- ☐ Music
- ☐ POST Certified
- ☐ Sign Language
- ☐ Substitute
- ☐ Swimming
- ☐ Water Safety Instructing

**PLEASE TURN OVER FOR ADDITIONAL INFORMATION**

**PLEASE LIST ANY ADDITIONAL TRAINING OR SKILLS YOU HAVE, INCLUDING OCCUPATIONAL LICENSES OR CERTIFICATIONS, PLUS ANY OTHER INFORMATION WHICH STAFF MAY USE TO HELP YOU IN YOUR JOB SEARCH:**

This image shows a single sheet of white paper with horizontal black lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## INTERVIEWER NOTES